

Temporary Event Coordinator Application

- This form is required for events having 2 or more food vendors
- Submit the following application completed to ContactUsFoodSafety@bfhd.wa.gov
- Event Coordinator must carry a current Washington Food Worker Card
- All food vendors must be permitted with Benton Franklin Health District and adhere to WAC 246-215

SECTION 1: BUSINESS CONTACT INFORMATION/REVIEW TYPE

Date of Application	Office use only	Received by & Date:	Approved & Date: <input type="checkbox"/>	Denied/insufficient info <input type="checkbox"/>
Name of the Event:		Event Start Date / /		Event End date / /
Location of the Event:		City	State	Zip Code
Event Coordinators Name:		Daytime Phone ()	E-mail	
Days and times of Event(use additional space if needed):		Expected # of patrons:		Number of Food Vendors

SECTION 2: EVENT CLASSIFICATION

Type of Event Limited Menu: <input type="checkbox"/> Farmers Market <input type="checkbox"/> Flea Market <input type="checkbox"/> Fundraiser <input type="checkbox"/> Private <input type="checkbox"/> Other _____	
Venue Capacity <input type="checkbox"/> 51-100 <input type="checkbox"/> 101-200 <input type="checkbox"/> 200+	Max Number of Employees Per Day <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-50 <input type="checkbox"/> 51+

SECTION 3: SERVICES PROVIDED ONSITE TO FOOD VENDORS: (CHECK ALL THAT APPLY AND PROVIDE DETAILS IF NECESSARY):

Water Supply:	<input type="checkbox"/> There is access to potable water taps on site. <input type="checkbox"/> Vendors must bring their own water supplies.
Wastewater:	<input type="checkbox"/> There will be liquid waste collection (tanks/receptacles) on site. <input type="checkbox"/> Vendors must arrange for their own wastewater disposal.
Electricity:	<input type="checkbox"/> There is access to electricity on site. <input type="checkbox"/> There will be no electricity supplied on site. <input type="checkbox"/> Generators will be provided for vendor use. <input type="checkbox"/> Vendors are allowed to use generators on site.
Trash/Refuse:	<input type="checkbox"/> There will be trash receptacles throughout the event for the public. <input type="checkbox"/> There will be dumpsters on site for vendor and public trash removal. How often will they be serviced?
Restrooms/Toilet Facilities:	<input type="checkbox"/> Restrooms with plumbed hot water available for hand washing? How many? <input type="checkbox"/> Portable restrooms. How many? <input type="checkbox"/> Portable hand wash stations. How many? <input type="checkbox"/> How often will they be serviced?
Other Services:	<input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Commissary kitchen (Provide a list of available equipment in kitchen.) <input type="checkbox"/> Ice

SECTION 4: VENDORS	
---------------------------	--

PLEASE LIST ALL FOOD VENDORS – ATTACH ADDITIONAL SHEETS IF NECESSARY

[illegible]

SECTION 6: SIGNATURE	
-----------------------------	--

Note: It is the applicant's responsibility to ensure compliance with COVID-19 operating requirements and all other applicable state, county, and city agencies before operating the establishment listed on this application.

 Applicant Signature Date

Date _____

Applicant Printed Name _____ Phone Number _____

Phone Number

Please attach the following:

☐ Current food worker card for applicant

☐ Event COVID-19 Safety Management Plan to include:

- Diagram of event layout to include entry and exit points, vendor booth placement, hand sanitizer stations, restrooms, public sink access, and health screening area
- Blank template for participants, vendors, event staff contact information to assist with contact tracing in the event of an exposure that will be utilized at physical location
- Health screening plan
- Communication plan (high risk population exposure warning, physical distancing, and masks required communication strategy)
- Sanitation plan to include name of disinfectant product used, cleaning and disinfection frequency of restrooms, high touch points, outdoor dining area
- Plan to reduce crowd density in high traffic area (entry, food vendors, entertainment areas, etc.)
- Max capacity management strategy (Recommend a tally counter for entry and exit points to ensure capacity doesn't exceed guidance)